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DRAFT

25 November 1958

MEMORANDUM FOR: Director
Office of Security
Department of State

SUBJECT : Serialization of Secret Documents

REFERENCE : SY/P dated 15 October 1958

You advise that in order to fulfill the accountability requirements of Executive Order 10501, the Department of State serializes all Secret documents. You also advise that the Department is receiving a large number of unserialized documents from this Agency. And in this connection, you indicate an interest in learning whether this Agency serializes all Secret material.

On the subject of accountability and dissemination, the Executive Order provides that ".... Proper control of dissemination of classified defense information shall be maintained at all times, including good accountability records of classified defense information documents,..."; and that ".... Heads of departments and agencies shall prescribe such accountability procedures as are necessary to control effectively the dissemination of classified defense information,...". In fulfillment of his responsibilities in this regard, the Director of Central Intelligence has, by regulation, prescribed various procedures, serialization being only one, by which Agency dissemination of classified defense information is effectively controlled. While not all Secret material is serialized, these regulations do ensure that the proper controls and good accountability records, as required by the Order, are maintained at all times.

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In view of the above, I must advise that your Mr. Hanna's understanding of this Agency's control procedure for ~~Secret~~ material is not entirely accurate.

[Redacted]

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Deputy Director of Security

OGC/RJB:bab

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